

CHIEF BUILDING INSPECTOR

NATURE OF WORK

This is responsible supervisory and highly skilled technical inspections work in the enforcement of municipal codes, regulations and ordinances governing building construction, alteration, demolition and repair.

Work involves responsibility for coordinating and supervising an inspections program involving the enforcement of codes and regulations governing building construction, alteration, demolition, repair and zoning codes of the City of Lincoln. Work also involves supervising and participating in the activities of field inspectors assigned to the section, however, an employee of this class is primarily concerned with supervising and coordinating the work of a staff of subordinate inspectors. Work is performed independently, but is reviewed by the Building and Safety Manager for program effectiveness and conformance with established policies through revision and review of records, reports and regulations. Supervision is exercised over technical and skilled subordinates.

EXAMPLES OF WORK PERFORMED

Plans, schedules, supervises and reviews the work of field inspectors engaged in the inspection of buildings in the process of construction, alteration, repair and demolition; provides technical assistance to subordinate inspectors as needed; occasionally makes special inspections; investigates and gathers evidence of violations; supervises complaint investigations; represents the City at inspection-related hearings and appeals.

Prepares daily work orders for subordinate inspectors; submits reports to administrative superior detailing the operations of the Building Inspections section; evaluates work of subordinate building inspectors.

Confers with contractors, engineers, architects, property owners and other interested parties; explains and interprets building laws and regulations as well as municipal and zoning ordinances and related laws as they pertain to site inspection related matters.

Appears before appropriate boards and committees concerned with inspections, upon request and authorization of an administrative superior.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the materials, methods and practices involved in building construction and of the stages of construction when possible defects and violations may be most easily

observed and corrected.

Thorough knowledge of the codes, regulations and ordinances governing building construction and zoning in the City of Lincoln.

Knowledge of, or ability to learn, legal procedures as related to the enforcement of municipal codes and ordinances.

Ability to plan, organize and direct the work of a staff of subordinate inspectors engaged in enforcing building laws and zoning ordinances.

Ability to recognize faulty construction or hazardous conditions likely to result in collapse or failure of supporting walls, foundations or structures and to appraise for quality of condition and physical deterioration.

Ability to read and interpret construction plans and specifications and to recognize deviations from such plans in the construction process.

Ability to establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to present ideas effectively, orally and in writing, and to speak before audiences.

Ability to explain, interpret and enforce codes, regulations and ordinances with consistency and effectiveness.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent; and considerable experience in a building trade at the journey, supervisory or contractor level; plus experience as a Building Inspector or Building Trades Inspector.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with experience in a building trade at the journey, supervisory or contractor level; plus some experience as a Building Inspector or Building Trades Inspector; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must have Certificates of Completion of available correspondence courses on Building Inspections and certification as a Building Inspector as sponsored by the International Conference of Building Officials within one year of appointment to this classification.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

7/89

Revised & Title Change: 7/98

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